

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 10-202

29 OCTOBER 2003



Operations

**CONTINGENCY OPERATIONS AND
PREPARATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>.

OPR: HQ AETC/DOXP (Maj Richard Tilton)
Supersedes AETCI 10-202, 12 September 1997

Certified by: HQ AETC/DOX (Mr James Butler)

Pages: 15

Distribution: F

This instruction implements AFD 10-2, *Readiness*. It prescribes procedures and assigns responsibilities for command and control of AETC resources during contingency operations. It describes how HQ AETC contingency response will be performed in a crisis action team (CAT) forum, and gives guidance to wings on CAT procedures. This instruction applies to HQ AETC staff and field operating agencies (FOA), Air University (AU), Second Air Force (2 AF), Nineteenth Air Force (19 AF), AETC wings, and other AETC units. For Air Force Reserve Command (AFRC) and Air National Guard (ANG), this instruction only applies to members assigned to HQ AETC staff. See **Attachment 1** for a glossary of references (contingency-related) and supporting information used in this instruction. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. A bar (|) in the left margin indicates revision from previous edition.

SUMMARY OF REVISIONS

Updates the HQ AETC structure to account for reorganization within the headquarters, reflecting the new office symbol AETC/DOX (paragraphs **3.** and **5.2.**); for HQ AETC, it clarifies crisis action team (CAT) responsibilities and level of activation (paragraphs **7.**, **11.**), recall (paragraph **9.**), recall roster format (**Attachment 2**), training, termination and reporting procedures (paragraphs **6.-7.**); it clarifies references to Level I and Level II CATs and CAT augmentees (paragraph **5.**), clarifies CAT representative qualifications and appointment procedures (paragraph **11.**), and adds long-term CAT operations (paragraph **8.**); additionally, for wing-level contingency operations, it changes the former term battle staff to crisis action team (paragraph **14.**). A bar (|) indicates revision from the previous edition.

Section A—Purpose and Objective

1. Purpose. This instruction establishes the composition of the HQ AETC CAT, establishes processes for HQ AETC CAT and wing CAT contingency operations, and defines the AETC readiness program.

2. Objective. The objective of CAT operations is to provide timely and appropriate response to all taskings in support of real-world contingencies and exercise scenarios. Contingencies may be the result of international instabilities or other unforeseen events of natural or human origin. To meet this objective, this instruction gives procedures for:

- 2.1. HQ AETC CAT operations.
- 2.2. Recall of headquarters personnel.
- 2.3. Wing CAT operations.
- 2.4. Readiness program management.

Section B—HQ AETC Crisis Action Team (CAT)

3. HQ AETC Readiness Division (HQ AETC/DOX) Responsibilities. HQ AETC/DOX is the office of primary responsibility (OPR) for HQ AETC contingency operations and, as such, functions as the single point of contact for all contingency operations and deployments involving AETC personnel or assets. The Plans and Programs Branch (HQ AETC/DOXP) is the CAT executive agent and is responsible for CAT readiness and support.

4. Contingency Response Process. The HQ AETC CAT is tasked to coordinate all necessary actions during contingency operations. The CAT director or a designated representative will coordinate CAT actions with the AETC Commander (AETC/CC) and senior staff. The CAT director will direct briefings as required. Items that may be briefed include:

- 4.1. **Situation.** Summary of events leading to the current situation.
- 4.2. **Intelligence.** Pertinent intelligence information that may affect the situation.
- 4.3. **Weather.** Current or forecast weather that may affect AETC operations.
- 4.4. **Required Action.** Summary of contingency plans providing options and requirements for response.
- 4.5. **Current status.** Completed or pending actions, delays and causes, estimated completion times, etc.
- 4.6. **Security Precautions.** Physical, information assurance, communications security (COMSEC), and operations security (OPSEC) pertaining to the situation.
- 4.7. **Media Status.** If media interest is involved.

5. HQ AETC CAT Composition:

5.1. The three levels of CAT membership are:

- 5.1.1. **Level I.** This level consists of HQ AETC directors and chiefs of special staff or their deputies.
- 5.1.2. **Level II.** This level is composed of representatives appointed by the directors who are familiar with the directorate's readiness function. Each directorate is limited to one primary and up to four alternate representatives.

5.1.3. **CAT Augmentee.** These individuals are temporary members appointed by the directors for a specific crisis or events, such as an accident, natural disaster, exercise, military operation, etc. Directors may appoint as many augmentees as necessary to ensure sufficient qualified personnel are available to support continuous (24-hour) CAT operations.

5.2. HQ AETC Director of Operations (HQ AETC/DO) is designated as the Level I CAT director. In addition, HQ AETC/DO will appoint a senior officer from within HQ AETC/DO to serve as the Level II CAT director (normally the Deputy Director of Operations [ADO]). HQ AETC/DOX is responsible for the coordination of all CAT actions and, as such, will act as or appoint a CAT coordinator.

5.3. The following organizations are represented in the HQ AETC CAT:

- 5.3.1. 19 AF Liaison Officer (19 AF LO).
- 5.3.2. 2 AF Liaison Officer (2 AF LO).
- 5.3.3. ANG Advisor to AETC/CC (CG).
- 5.3.4. Air Force Reserves Advisor to AETC/CC (CR).
- 5.3.5. Air Force Security Assistance Training Squadron (AFSAT).
- 5.3.6. Civil Engineering (CE).
- 5.3.7. Operations (DO).
- 5.3.8. Personnel (DP).
- 5.3.9. Education (ED or EDA).
- 5.3.10. Comptroller (FM).
- 5.3.11. Chaplain (HC).
- 5.3.12. History Office (HO).
- 5.3.13. Inspector General (IG).
- 5.3.14. Staff Judge Advocate (JA).
- 5.3.15. Logistics (LG).
- 5.3.16. AFOSI Region 4 Liaison Officer (OSI LO).
- 5.3.17. Public Affairs (PA).
- 5.3.18. Recruiting (RS).
- 5.3.19. Communications and Information (SC).
- 5.3.20. Safety (SE).
- 5.3.21. Security Forces (SF).
- 5.3.22. Surgeon (SG).
- 5.3.23. Services (SV).
- 5.3.24. Plans and Programs (XP).

5.4. CAT representatives must possess, as a minimum, a Secret security clearance, and must complete CAT security training from their directorate prior to appointment.

6. CAT Training. Each directorate will ensure its representatives are trained and qualified for CAT duties.

6.1. Directorates are responsible for providing directorate-specific training, to include policies, procedures, reports, and key points of contact for each functional area within the directorate. Directorate security managers will provide CAT security training to their representatives, using the HQ AETC/DOX provided briefing.

6.2. HQ AETC/DOX will ensure CAT representatives are trained on the procedural operations of the CAT, to include CAT organization, CAT member responsibilities, and overview of facilities.

7. HQ AETC CAT Activation and Termination:

7.1. Activation and recall of the HQ AETC CAT will be at the direction of the CAT director. For initial CAT activation, the CAT director, coordinator, or a designated representative will determine which CAT representatives are required (Level I or Level II). The Randolph Command Center (RCC) will be directed to recall all or selected CAT representatives. After initial CAT activation, the CAT coordinator will recall personnel as required.

7.2. HQ AETC/DOXP will maintain current CAT rosters and provide copies to the RCC.

7.3. The RCC will develop and maintain a HQ AETC CAT activation checklist, and initiate CAT recall actions as directed. The RCC will notify the primary (or one alternate if the primary cannot be reached) CAT representative from each organization. Further notifications within the organization are the responsibility of the organization's CAT representative.

7.4. The CAT director will notify the AETC Vice Commander (CV), Director of Staff (DS), and AETC Commander's Executive Officer (CCE) that the CAT is being activated.

7.5. Upon notification, CAT representatives stationed at Randolph AFB will report to the main conference room on the second floor of Martin Hall (Building 900), unless directed otherwise. Representatives will bring directorate procedures, checklists, continuity books, etc., and sufficient administrative supplies for their own use.

7.5.1. HQ AETC/ED and 2 AF CAT participation will be in accordance with paragraph 13.

7.5.2. CAT personnel will report within 1 hour of notification, unless notified otherwise.

7.6. The CAT director will provide an initial situation briefing to all recalled CAT members before releasing CAT representatives determined to be nonessential (based on the current situation). Released CAT representatives will remain available as directed (telephone standby, on base, etc.) until the CAT is deactivated.

7.7. The CAT director is responsible for terminating the HQ AETC CAT. The director will end CAT operations when the emergency or contingency situation is terminated or remaining actions can be accomplished through normal staff action.

8. Long-Term CAT Operations. Normally, the CAT will be activated to support specific short-term events, such as a local/regional disaster response affecting AETC installations or operations. However,

during periods of national emergency, or when required to support long-term contingency operations, the HQ AETC CAT may be required to remain active for an extended period of time. If the decision is made to transition to long term operations, the following will be accomplished:

- 8.1. HQ AETC/DOX will establish a 24-hour CAT operation in the HQ AETC Readiness Center or other specified facility.
- 8.2. Directorates will schedule their CAT representatives, to include on-call representatives, to ensure 24-hour coverage for as long as the CAT is activated. Appoint additional CAT augmentees as necessary to provide 24-hour support to the CAT. HQ AETC/DOX will consolidate directorate schedules of CAT personnel into a master schedule for use by the CAT.

9. Recall of Headquarters Personnel:

- 9.1. A general (all headquarters personnel) recall will be at the direction of the AETC commander and will be exercised at least once a year.
- 9.2. The RCC will notify the following during a general recall: HQ AETC/CV, HQ AETC/DO, HQ AETC/DS, and HQ AETC/CCE.
- 9.3. Upon notification of a general recall, the CAT director will initiate a Level I CAT recall through the RCC. CAT members will then initiate their organization's pyramid recall system. This system will include procedures for a communication system failure situation.
- 9.4. Recalled members will report as directed.
- 9.5. Each Level I CAT representative will monitor the recall status of his or her organization (including appropriate FOAs) and report the following to the CAT director or CAT coordinator upon request:
 - 9.5.1. The time the initial recall notification was received.
 - 9.5.2. The time the final recall notification was made.
 - 9.5.3. Total number of personnel assigned.
 - 9.5.4. Number of personnel contacted.
 - 9.5.5. Personnel not contacted and the reason why (leave, temporary duty (TDY), etc.).
 - 9.5.6. Comments (if required).
- 9.6. Directors are responsible for ensuring the HQ AETC CAT has a current recall roster of their directorate at all times. Format the roster as shown in [Attachment 2](#).

10. Alternate HQ AETC CAT Location. HQ AETC/DOX will provide for an alternate HQ AETC CAT location.

| 11. HQ AETC CAT Responsibilities:

11.1. AETC/CC:

- 11.1.1. Direct implementation of command defense condition (DEFCON), force protection condition (FPCON), or information operation condition (INFOCON) actions as appropriate.
- 11.1.2. Make key decisions on headquarters or command actions.

11.1.3. Direct the recall of all headquarters personnel to include those on TDY or leave, when required.

11.2. CAT Director:

11.2.1. Maintain a working knowledge of AETC plans, policies, and procedures applicable to the command's wartime mission and contingency operations.

11.2.2. Ensure implementation of command DEFCON, FPCON, or INFOCON actions as appropriate.

11.2.3. Ensure the HQ AETC CAT maintains the capability to coordinate all contingency operations.

11.2.4. Keep AETC/CC informed on the status of contingency operations and major taskings.

11.2.5. Assign an OPR and an office of collateral responsibility (OCR) on incoming messages and other CAT taskings.

11.2.6. Release CAT and remote staff outgoing messages.

11.2.7. Direct preparation and content of intelligence updates for senior staff and CAT.

11.2.8. Direct special briefings as required.

11.2.9. Determine organizational representation required after the initial CAT recall.

11.3. CAT Coordinator:

11.3.1. Maintain a working knowledge of AETC plans, policies, and procedures applicable to the command's wartime mission and contingency operations.

11.3.2. Brief the CAT room operating procedures.

11.3.3. Monitor status of command DEFCON, FPCON, and INFOCON actions.

11.3.4. Monitor status of unit DEFCON, FPCON, and INFOCON actions.

11.3.5. Review incoming and outgoing messages to ensure continuity of CAT operations.

11.3.6. Ensure proper coordination between CAT members on required actions.

11.3.7. Assist the director in managing CAT activities.

11.3.8. Manage the CAT in the absence of the director.

11.3.9. Release CAT and remote staff outgoing messages (when delegated by the CAT director).

11.3.10. Prepare daily situation reports (SITREPs) (when required).

11.3.11. Assist the director in selecting OPRs and OCRs for all CAT taskings.

11.3.12. Provide guidance to the director and CAT staff on readiness issues.

11.3.13. Assist the director with the senior staff briefing as required.

11.3.14. Maintain a chronological log (using Zulu time) of key events and lessons learned for critique and future reference. Ensure that HQ AETC/HO has access to all documentation to fully cover contingency operations in the command history.

11.4. CAT Members (Level I, Level II, and Augmentees):

- 11.4.1. Represent directorates or chiefs of special staff.
- 11.4.2. Activate their functional area remote staff when required.
- 11.4.3. Coordinate and track all actions for which they are designated OPR, including coordination with OCRs and appropriate activities at wings, numbered Air Force (NAF), major command (MAJCOM), and Air Staff.
- 11.4.4. Prepare required message traffic implementing actions for which they are designated OPR.
- 11.4.5. Assist the CAT director and coordinator in preparing required briefings.
- 11.4.6. Ensure required DEFCON, FPCON, and INFOCON actions are accomplished.

11.5. Directors and Chiefs of Special Staff Responsibilities:

- 11.5.1. Appoint an alternate Level I CAT member (normally the deputy director or vice commander), a primary and up to four alternate Level II CAT members, and CAT augmentees as necessary, to represent their functional area during contingency operations.
 - 11.5.1.1. CAT representatives must possess, as a minimum, a Secret security clearance, and must complete CAT security training prior to appointment.
 - 11.5.1.2. Submit permanent CAT Level I and Level II appointments to HQ AETC/DOX using AETC Form 71, **Appointment of HQ AETC Crisis Action Team (CAT) Representatives.**
 - 11.5.1.3. Submit augmentee appointments to HQ AETC/DOX using AETC Form 72, **Appointment of HQ AETC Crisis Action Team (CAT) Augmentees.**
 - 11.5.1.4. Update appointment worksheets annually or as changes occur.
- 11.5.2. Ensure sufficient qualified personnel are available to support continuous (24-hour) CAT operations.
- 11.5.3. Ensure the HQ AETC CAT has a current recall roster of their directorate at all times.
 - 11.5.3.1. Forward a copy of the current recall roster to HQ AETC/DOXP and the RCC (12 FTW/CP).
 - 11.5.3.2. Format recall rosters in accordance with [Attachment 2](#).
- 11.5.4. Develop and maintain a directorate-specific CAT continuity book that may include:
 - 11.5.4.1. Detailed information and points of contact for functional area support agreements and capabilities in a contingency or emergency situation.
 - 11.5.4.2. Pertinent policy data or specific functional guidance for each area where the staff agency is designated OPR in AETC war and contingency plans.
 - 11.5.4.3. Action checklists for major contingencies (mobilization, attack response, deployment, major accident, natural disaster, etc.).
 - 11.5.4.4. Copies of current organizational pyramid recall rosters.
- 11.5.5. Develop and maintain remote staff procedures, if required.

12. Intermediate Command Responsibilities. 2 AF, 19 AF, and HQ AETC/ED (AU) are not required to maintain a separate CAT. However, these intermediate commands may be required to contribute to HQ AETC CAT or host wing CATs as needed with the following considerations:

12.1. The 2 AF, as a tenant organization to the 81st Training Wing (81 TRW), may coordinate action with the HQ AETC CAT through the 81 TRW CAT or command post.

12.2. The 19 AF, collocated with HQ AETC, may provide a liaison to the HQ AETC CAT.

12.3. HQ AETC/EDA, collocated with HQ AETC, will represent AU on scene for Level I CAT activities. Video television conferencing (VTC) can be used for direct AU participation or 24-hour Level II CAT representation. AU or the HQ AETC CAT may coordinate actions through the 42d Air Base Wing (42 ABW) command post.

13. Relationships of HQ AETC Working Groups With the HQ AETC CAT:

13.1. Unless directed otherwise by AETC/CC or CV, any HQ AETC working group that is involved in any crisis or contingency situation that affects AETC missions (for example, INFOCON, threat, war planning, labor relations, etc.) will convene under the purview of the AETC CAT, and will report to the CAT director. The CAT director will determine the level of CAT involvement based upon each situation and the recommendation of the working group chair.

13.2. Working group membership may be modified as needed to address specific issues.

Section C—Wing CAT Procedures

| 14. Wing Contingency Operations:

14.1. AETC wings will maintain a CAT capability. Wing CAT composition will ensure timely and appropriate response to all wing tasking in support of real-world contingencies and exercise scenarios. The following exceptions apply:

14.1.1. The 80th Flying Training Wing (80 FTW), as a tenant organization to the 82d Training Wing (82 TRW), Sheppard AFB TX, is not required to maintain CAT capability, but should provide representation to the 82 TRW CAT.

14.1.2. The 58th Special Operations Wing (58 SOW) should provide a representative to the host base CAT (377 ABW) when activated.

14.1.3. The 381st Training Group (381 TRG) should provide a representative to the host base CAT (30 SW) when activated.

14.1.4. The 479th Flying Training Group (479 FTG) should provide a representative to the host base CAT (347 RQW) when activated.

14.2. The wing commander will designate an OPR for training and coordination of the wing's CAT operations and appoint a CAT coordinator. Training and coordination of the CAT are normally wing plans (XP) functions.

14.3. Recall of the wing CAT and/or some or all wing personnel will be at the direction of the wing commander.

14.4. Wing command posts will maintain a 24-hour capability to recall the CAT and wing personnel in a timely manner. In addition, host wing command posts will maintain a 24-hour capability to initiate recall of 2 AF, 19 AF, and AU.

14.5. When a full CAT response is determined to be inappropriate, the wing commander may use a tailored CAT, consisting of only those functional areas appropriate to the current situation (nonessential CAT representatives are released), or watch team (WT) to respond to a given situation.

14.6. Wings will develop and maintain written guidance for CAT operations. In host/tenant situations, an addendum to host wing guidance satisfies this requirement. As a minimum, guidance will consist of unit-specific checklists to effectively conduct contingency operations. Also consider including the following:

14.6.1. CAT composition and functional responsibilities of members.

14.6.2. Training procedures.

14.6.3. Location of operations and physical configuration.

14.6.4. Communications procedures and requirements, including alternates.

14.6.5. Security procedures, including OPSEC and COMSEC requirements.

14.6.6. Message traffic handling and logistic support procedures.

14.6.7. Recall procedures for unit personnel.

14.7. Wing command posts must immediately notify the RCC when the wing CAT or WT is locally activated for a real-world situation. In turn, the RCC duty controller will immediately notify the HQ AETC CAT coordinator and appropriate NAF commander. The HQ AETC CAT coordinator will brief HQ AETC/DO to determine if HQ AETC CAT activation is necessary.

14.8. Wings will develop and maintain a pyramid notification system for recall of all military and key civilian personnel.

14.9. Wings will establish manning requirements to successfully meet contingency operations.

14.10. The military personnel flights (MPF) will monitor the status of personnel strength for recall accounting purposes. The command post will submit a situation report (SITREP) on the status of an actual or test recall of all personnel to the RCC. This report will contain the time initiated and the status after 3 hours. NAFs and AU will submit strength reports through their host wing command posts. The RCC will forward reports to the HQ AETC CAT when directed. In addition, MPFs will develop and publish local reporting procedures for recall strength accounting.

14.11. Wings will conduct recalls in a manner to prevent unnecessary public speculation or alarm.

14.12. Wing command posts will notify the RCC when wing CAT or WT operations are terminated.

15. Exercises:

15.1. **Higher Headquarters Directed.** Comply with paragraph 14. for Joint Chiefs of Staff or MAJCOM-directed exercises requiring wing CAT activation.

15.2. **Unit.** Wings should exercise the CAT during unit-generated activity where a CAT would be appropriate.

Section D—Readiness Programs

16. Management. Each wing's chief of plans, logistics plans office, chief of command post, and CAT coordinator has readiness responsibilities. At wings where the exercise evaluation team (EET) is assigned to the Inspector General (IG), some plans and programs (XP) responsibilities will belong to the IG. Affected wings will supplement this instruction and clearly delineate these responsibilities. Responsibilities are as follows:

16.1. Chief of Plans (XP):

- 16.1.1. Serves as the focal point for shortfalls and limiting factors (LIMFAC) identified in wing plans.
- 16.1.2. Monitors deployment availability and unit type code (UTC) commitments.
- 16.1.3. Serves as the commander's executive agent for higher headquarters directed and exercise plan identified after-action reports.
- 16.1.4. Supervises development of annexes and appendices to wing support plans to include the wing war and mobilization plans (WMP) and exercise plans.
- 16.1.5. Is the point of contact for the AETC Readiness Awards Program.
- 16.1.6. Develops and implements a wing staff assistance visit program for plans.
- 16.1.7. Supports the wing self-assessment program.

16.2. Chief of Logistics Plans Function: (NOTE: This function may reside in the logistics readiness squadron (LRS) or as a subordinate agency attached to the wing XP or LG staff offices.)

- 16.2.1. Supervises development of annexes and appendices to installation support plans to include the base support plan and wing (installation) deployment plan.
- 16.2.2. Is responsible for interservice, intraservice, and interagency support agreements.

16.3. Chief of Command Post (CP):

- 16.3.1. Is the focal point for wing operational reporting requirements during a crisis action, to include SITREPs as required by the HQ AETC CAT.
- 16.3.2. Recommends the appropriate level of wing CAT operations.
- 16.3.3. Coordinates command and control action as directed by the wing commander.

16.4. Wing CAT Coordinator: (NOTE: The CAT coordinator function is normally assigned to the wing XP office.)

- 16.4.1. Establishes wing CAT procedures, and trains designated personnel, administrative staff, and any alternate CAT members.
- 16.4.2. Recommends the appropriate recall of required military and key civilian personnel, if not previously accomplished, including the status of personnel on leave or temporary duty.

16.5. Collateral Responsibilities:

- 16.5.1. The XP, CAT coordinator, and wing functional areas will ensure readiness preparations are adequate to accomplish directed missions.

16.5.2. The XP and CAT coordinator should serve on planning committees with readiness implications, for example, the Wing Resource Protection Executive Committee, Antiterrorism Committee, Readiness Council/Board, READY Review Board, and Deployment Planning Board.

17. HQ AETC Readiness Staff Assistance Visit (RSAV). The wing commander may request an RSAV in writing to HQ AETC/DOX with at least 90 days advance notice.

18. Forms Prescribed. AETC Form 71, **Appointment of HQ AETC Crisis Action Team (CAT) Representatives**, and AETC Form 72, **Appointment of HQ AETC Crisis Action Team (CAT) Augmentees**.

WILLIAM M. FRASER III, Major General, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*

AFI 33-332, *Air Force Privacy Act Program*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ADO—deputy director of operations

AETC—Air Education and Training Command

ANG—Air National Guard

AU—Air University

CAT—crisis action team

CC—commander

COMSEC—communications security

CP—command post

CV—vice commander

DEFCON—defense condition

DO—director of operations

DS—director of staff

EET—exercise evaluation team

FOA—field operating agency

FPCON—force protection condition

IG—Inspector General

INFOCON—information operation condition

INFOSEC—information security

LG—logistics

LIMFAC—limiting factor

MAJCOM—major command

MPF—military personnel flight

NAF—Numbered Air Force

OCR—office of collateral responsibility

OPR—office of primary responsibility

OPSEC—operations security

RCC—Randolph Command Center

RSAV—readiness staff assistance visit

SITREP—situation report

SORTS—status of resources and training system

TDY—temporary duty

UTC—unit type code

VTC—video television conferencing

WMP—war and mobilization plan

WT—watch team

XP—plans and programs

Terms

Alternate Site—Relocation site to which selected HQ AETC personnel would deploy when nuclear attack is imminent or when a natural disaster or one of human origin renders HQ AETC facilities unusable.

CAT Augmentee—Temporary CAT members appointed by the director for a specific crisis or event, such as an accident, natural disaster, exercise, military operation, etc. Directors may appoint as many augmentees as necessary to ensure sufficient qualified personnel are available to support continuous (24-hour) CAT operations.

CAT Coordinator (Wings)—Wing commander-designated OPR for wing CAT operations. Duties include coordinating CAT activities, directing situation briefings, monitoring required activities and reports, and advising the commander on CAT operations and procedures.

CAT Coordinator (HQ AETC)—Division chief or deputy division chief from within the HQ AETC Readiness Division (HQ AETC/DOX) responsible for coordinating all CAT tasking.

CAT Director (HQ AETC)—Officer from within HQ AETC responsible for HQ AETC CAT operations.

Communications Security—Protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications, or to mislead unauthorized persons in their interpretations of the results of such a study.

Contingency—Event or series of events resulting from international instabilities or other unforeseen disasters of natural or human origin.

Crisis Action Team (HQ AETC)—Representatives from directorates and each of the unit staff agencies who consolidate and expedite actions of the unit during contingency or emergency situations. The CAT functions as the commander's executive agent during this time.

Crisis Action Team (Wings)—Specialized group of personnel designated by the commander to monitor, control, coordinate, and/or direct resources during contingency or emergency situations.

Information Security—Protection of information and information systems against unauthorized access or modification of information, whether in storage, processing, or transit, and against denial of service to authorized users.

Operations Security—Process of denying adversaries information about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting military operations and other activities.

Randolph Command Center (RCC)—Consolidated HQ AETC, 19 AF, HQ Air Force Recruiting Service, and 12 FTW command and control facility.

Readiness Staff Assistance Visit (RSAV)—HQ AETC staff visit from a team of readiness functional area experts to provide requested staff assistance to a wing's readiness function.

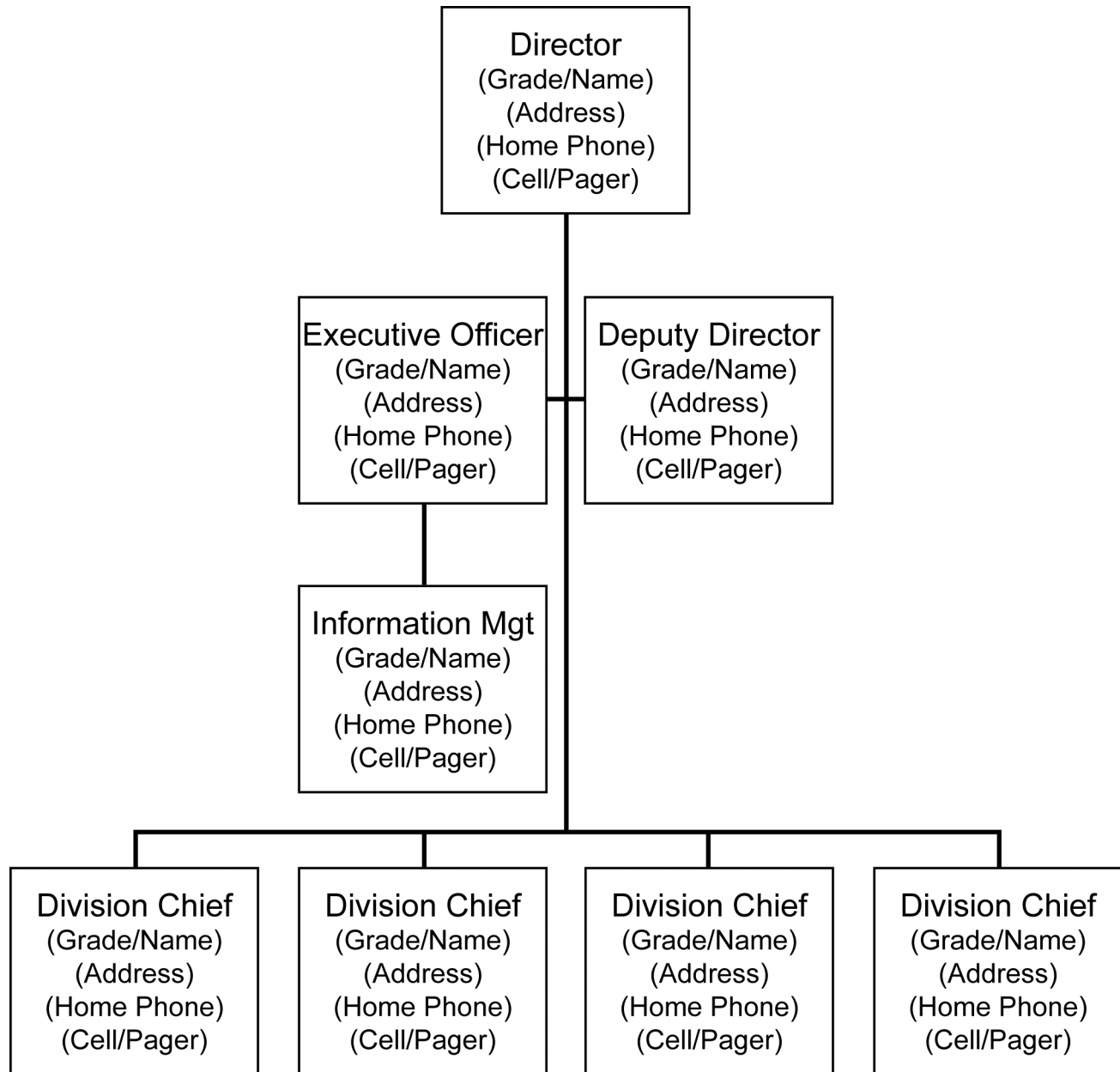
Remote Staff (HQ AETC)—Functional teams formed to provide support to their staff agency's CAT representative.

Telephone Standby—Condition in which designated personnel are available for immediate recall, either by remaining near a telephone or carrying a cellular phone or pager.

Watch Team (WT)—Group designated by the commander to monitor situations or events that may affect normal operations, resources, or facilities.

Attachment 2

CAT RECALL ROSTER FORMAT



For Official Use Only. This document contains information exempt from mandatory disclosure under the Freedom of Information Act. Exemption 5 U.S.C. 552 (b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded and disposed of in accordance with AFI 33-332, *Air Force Privacy Act Program*.